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## Coaching – From Determining Requirements to Achieving Results

The challenge of today's leaders is to produce optimal results with limited resources. Therefore, maximizing employee performance is essential to the success of leaders and organizations. Your everyday coaching opportunities manifest whenever you help others do something better, impart knowledge, and role model behaviours. This session will examine coaching as a fundamental tool for ongoing success.

### Program Content:

#### Introduction

- Objectives

#### What is Coaching?

- Your Level of Coaching Ability
- Benefits of Coaching
- Types of Coaching
- Internal Versus External Coaching

#### Attributes of an Effective Coach

#### Determining Who Needs a Coach

- Everyone Deserves a Coach
- Recognizing Coaching Opportunities

#### Coaching Model

#### Achieve – How to Determine Wants and Needs

- Establishing the Right Environment
- Asking the Right Questions

#### Specify – Identify Current Skill Sets

- Giving Feedback
- The Feedback Model

#### Act – Creating a Plan

- Goal Setting
- Short Term Versus Long Term Planning
- Action Planning For Results
- Action Planning Worksheet

#### Partner

- Maintaining an Ongoing Relationship
- The Coaching Partnership

#### Continuously Improving Your Coaching Skills

- Coaching Checklist